



**United States District Court
District of Minnesota**

CAREER OPPORTUNITY

Position:	Criminal Docket Clerk
Location:	District of Minnesota Minneapolis
Salary Classification:	CL 25 Range: \$36,689 - \$59,662
Starting Salary:	Depending on Qualifications
Closing Date:	Monday, October 22, 2007 at 5 PM

Overview of the District of Minnesota

The U.S. District Court, District of Minnesota, serves an 87-county area. The District has four staffed divisional offices located in Minneapolis, St. Paul, Duluth and Fergus Falls. There are 7 authorized district judges, 4 active senior district judges, 6 authorized magistrate judges and a Clerk's Office staff of over 60 employees.

Introduction:

This position is located in the Clerk's Office in the Minneapolis Courthouse of the U.S. District Court for the District of Minnesota. The incumbent possesses current knowledge of civil, criminal and appeals docketing; performs data quality control; performs other operations duties as needed; reviews incoming documents for conformity with federal and local rules. Works as a member of the docketing and

operations teams helping to cover the overall workload of the office. The docket clerk reports to the docketing supervisor.

Representative Duties:

- ' Makes summary entries and assures the accuracy, timeliness and quality of all documents and proceedings in ECF.
- ' Answers questions and assists users of the ECF (Electronic Case Filing) system.
- ' Answers inquiries on case status.
- ' Assists in case management by ensuring that all entries are accurately filed in ECF.
- ' Prepares, files and transmits to appropriate parties such items as letters, notices, judgments, orders, and other documents.
- ' Performs quality assurance checks on electronically filed documents by identifying input errors in ECF and taking corrective action.
- ' Opens cases upon receipt of initiating documents; closes cases upon receipt of terminating documents.
- ' Verifies attorneys' authority to practice before the court and notifies attorney admissions clerk as needed.
- ' Receives and reviews incoming documents to determine conformity with appropriate rules, practices and/or court requirements.
- ' Routes paper documents to proper office/person as necessary.
- ' Scans and converts documents, as needed, into imaged files.
- ' Assists in operations duties as needed or assigned.
- ' Performs other duties as assigned.

Qualifications:

- ' Detail-oriented
- ' Take direction from others
- ' Keyboarding skills
- ' Knowledge of Internet
- ' Familiarity with legal terms
- ' Good customer service skills
- ' Good organizational skills
- ' BA degree preferred

Benefits:

Employees of the U.S. District Court are not classified under Federal Civil Service, but are entitled to similar benefits. These benefits include participation in the retirement system, health and life insurance programs, holiday and leave accrual, and periodic salary increases.

Qualified candidates may send or e-mail resume with cover letter to:

U.S. District Court
Attn: Human Resources Manager
U.S. Courthouse
300 South Fourth Street, Suite 202
Minneapolis, MN 55415
hr-usdc@mnd.uscourts.gov

The United States District Court requires employees to adhere to a Code of Ethics and Conduct Policy. U.S. or allied country citizenship is required. A background check is required.

The Court is an Equal Opportunity Employer